

Licensed Child Care Center Advisory Board  
April 9, 2008  
Minutes – Submitted by Carol Johnson

Attending: Carol Johnson (United Day Care Center in Muncie), Debby Rowan (Abacus in Ft. Wayne), Connie Hire (Union Hospital in Terre Haute), Lisa Clifford (FSSA) and Michelle Thomas (FSSA)

There were no officers present and no agenda or minutes. Carol Johnson brought a set of proposed by-laws. It was discussed at the last meeting that by-laws would be beneficial. By adopting by-laws, functions of each officer will be defined. In the proposed by-laws procedures are in place so that if one officer is unavailable to fulfill his/her duties another officer can step in perform those duties and keep the Board moving forward. The people present went over the proposed by-laws and made some corrections and/or additions. Michelle Thomas agreed to send of the proposed by-laws to all of the members of the Board. The by-laws will be reviewed and voted upon at the July meeting. If approved, and as discussed previously, officers will be elected at the July meeting. Michelle also offered to send out information to the Board members to see if anyone wanted to nominate a person for an office or anyone was willing to serve as an officer.

There was informal discussion on how the Board should function. The group revisited the intent of the legislation that created the Board, and discussed how to increase participation and interest. Issues need to be identified and prioritized based on urgency and time lines. Maybe Committees could be assigned to each issue identified to research the topic and keep the Board informed on the issue. The summer study committee looking at lead screening at day care centers was used as an example of an issue that could be assigned to a committee or individual to follow and report back to the Board on the developments. Various suggestions were made to incorporate input from other Center Directors in addition to the Directors that are members of the Board.

Food service and safe transportation of food by parents was discussed. The water temperature was also an issue that was discussed. Does the temperature have to be the same at each sink or does the water coming out of the water heater/missing valve need to be at the appropriate temperature? Lisa will talk with Ken Hudson about the water temperature issue.

Michelle told the members present about updates to the Interpretive Guidelines. All Centers should be receiving a card in the mail informing them of the clarifications added to the manual. Michelle also discussed

some of the changes that might take place with the CCDF swipe card system when a new vendor is in place and all of the details worked out.